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PART--I-- Orders and Notifications by the Government of Tripura, The High Court, Government Treasury etc.

GOVERNMENT OF TRIPURA
FACTORIES & BOILERS ORGANISATION
(LABOUR DEPARTMENT)

No.F.2(01)-FB/ESTT/81/Vol-II/1903-11 Dated, Agartala, the 19th December, 2025.

NOTIFICATION

In exercise of the powers conferred by proviso to Article-309 of the Constitution of India and in supersession of all the existing Recruitment Rules for the post mentioned herein, the Governor hereby pleased to make the following rules regulating the method of recruitment to the Post of **Upper Division Clerk'(UDC)** in the Factories & Boilers Organisation, Labour Department namely :-

1. Short title Commencement:-

(1) These rules may be called the Recruitment Rules, 2025 for the post of **'Upper Division Clerk'(UDC)** of Factories & Boilers Organisation, under Labour Department, Government of Tripura.

(2) They shall come into force on and from the date of their publication in the official Gazette.

2. The name of the posts(s) is /are specified in **Column-1** of the Schedule enclosed.

3. Number, Classification and Scale of pay :-
The number of the said post, its classification and the scale of pay attached there to shall be as specified in **rows 2 to 4** of the Schedule enclosed at **Annexure-I**.

4. Method of recruitment, age limit, qualifications etc.
The method of recruitment to the posts, age limits, qualifications and other matters relating to the said post shall be as specified in **rows 5 to 13** of the said Schedule.

5. Disqualification :- No person -

(a) who has entered into or contracted a marriage with a person having spouse living; or

(b) who, having a spouse living has entered into or contracted a marriage with any person shall be eligible for appointment to the said post.

Provided that the State Government may, if satisfied that such marriage is permissible under the Personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this Rule.

6. **Power to relax** :- Where the State Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in the writing and with concurrence of the GA(P&T) Department, relax any of the provisions of these rules with respect to any class or category of persons.

7. **Repeal:-** The Recruitment Rules for the aforementioned post existing in this Department are hereby repealed with immediate effect and are replaced by these Recruitment Rules.

8. **Savings:-** Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for Scheduled Castes, Scheduled Tribes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the State Government from time to time in this regard.

9. This Notification is issued as per provisions of the G.O. No. 04 dated 07.11.2020 (File No. F.20(3)-GA(P&T)/19) issued by the GA(P&T) Department, Government of Tripura.

By order and in the name of the Governor

19/12/25

Under Secretary
to the Government of Tripura.

ANNEXURE-I

Recruitment Rules for the **Upper Division Clerk (UDC)** of Factories & Boilers Organisation, under Labour Department, Government of Tripura.

SCHEDULE

1	Name of the post	:-	**Upper Division Clerk.**
2	Number of posts	:-	6 (Upper Division Clerk), plus additional post, as and when sanctioned.
3	Classification	:-	**Group-C (Non-Gazetted).**
4	Scale of pay	:-	Pre-revised Scale of Pay: PB-2, Pay Band Scale Rs.5700-24000/- Grade Pay-Rs.2800/- Corresponding revised Scale of pay: Cell-1 of **Level-9** of Tripura State Pay Matrix, 2018 [Tripura State Civil Services (Revised Pay) (First Amendment Rules, 2018)] Subject to revision by the Government from time to time
5	Method of recruitment whether by direct recruitment or by promotion or transfer on deputation and percentage of the vacancies to be filled by various methods.	:-	(i) 100% by Promotion failing which by transfer on deputation and failing both by Direct Recruitment. (ii)(**a**) For **direct recruitment** selection will be through competitive examinations (written and Interview followed by Type Test on Computer) **to be conducted by the recruitment board constituted by the concerned Department.** (**b**) Written Examination-85% and Interview/viva voce- 15% of the Total Marks. (**c**) Syllabus: -Enclosed at **Annexure-II** (and as revised by the Government from time to time)
6	Age limit for direct recruitment.		18 to 40 years, Upper age limit is relaxable by 5 years in case of **ST/SC/PwDs(PH) /Government servant candidates.**
7	(i) Educational and other qualification required for direct recruitment.		(i) **Graduate Degree from any recognized University.** (ii) Having knowledge of operating Computer and Proficiency in typing on Computer with Keyboard with an accurate speed of minimum 30(thirty) words in English per minute along with basic Computer Knowledge. (iii) For selection to Bengali Typist minimum speed should be 25 (twenty-five) words in Bengali per minute on Computer with Key-board, along with basic Computer Knowledge.

	(ii)Desirable Qualification		**Note:-** **(a)** Prescribed type-test should be conducted on Computer with key Board and not in manual type writer machine. (b) Type Test on computer shall be qualifying in nature and it carries no marks. All categories candidates shall be recruited even if they do not initially qualify in the Type-Test on computer and if they are otherwise qualified, shall be given a consolidated pay for a period of 6(six) months at the end of which they should be tested again in Typing and if they do not qualify even at the end of 6(six) months they will continue to be employed in the consolidated pay till such time they qualify and shall not be entitled to any annual increment. c) **Exemption for Persons with Disabilities.** Persons with Disabilities who are otherwise qualified to hold clerical post(s) and who are certified as being unable to type by the State Medical Board or by a Registered Government Medical Officer should be exempted from typing qualification and Type Test. (iv) **Permanent Resident Certificate of Tripura(PRTC)** would be required while applying for jobs by direct recruitment under the State Government, Corporations, Board, PSUs etc. **Knowledge of Bengali or Kokborok:** **Note :-** The knowledge of Bengali or Kokborok will be assessed in the interview/viva-voce and some marks for interview/viva-voce shall be given for having such knowledge or the Administrative Department may determine the desirable knowledge as qualifying in nature in the written test.
8	Whether age and educational Qualifications prescribed for direct recruitment will apply in case of promotion.		Age: - No. Qualification: - No
9	Whether Selection post or non-selection post		For Direct recruitment: Selection (As per Item No.5(ii) above) **For Promotion: - Non-selection.**
10	Period of probation, if any		2(two) years
11	In case of recruitment by Promotion / transfer on deputation, grades from which promotion / transfer on deputation is to be made.		Promotion from the post of LDC grade posts such as LDC/LDC(Store)/LDC(Certificate)/LDC(Compilation)/ LDC-cum cashier/LDC(Record Keeping)/LDC(Registrar)/LDC(Accounts)/ LDC(Library)/LDC(Typist)/LDC (Stock Ledger keeping)/ LDC(Tally)/LDC(Typist-cum-Clerk)/Typist(Bengali)/Typist/ (Cashier). With at least 5(five) years' service experience in the grade. **(feeder posts of the department are LDC).** Transfer on deputation from UDC grade post from any other department of the State Government.

12	If a DPC exists, what is its composition	:-	Group-C , Departmental Promotion Committee (DPC).
13	Circumstances in which TPSC is to be consulted while making recruitment	:-	Not applicable.
14	Repeal		The Recruitment Rules for the aforementioned posts existing in this Department are hereby repealed with immediate effect and are replaced by these Recruitment Rules.

19/12/25
Under Secretary
to the Government of Tripura.

Annexure-II

Syllabus for Upper Division Clerk Grade posts:-

THE WRITTEN EXAMINATION & INTERVIEW WILL BE HELD AS FOLLOWS:-

Subject	Syllabus	Full marks	Time
Paper-1 English	Report Writing or Essay, Translation into English From Bengali, Summary/Précis Writing (Descriptive Type/ Conventional Exam.)	40	2(two)hours
	Use of appropriate preposition and Articles, Correction of sentences, Common Phrases synonyms & antonyms. (OMR based MCQ Type)	30	
Paper-II General knowledge & Current Affairs	(i) Matter of common experience and current events and problems with special reference to India and world, helping the development of curiosity and interest among the youths. (ii) Elementary knowledge of Indian History , Indian Geography and Constitution of India. (OMR based MCQ Type)	100	2(two)hours
Interview	Personal qualities of the candidate e.g. - Intellectual ability, Interest in current affairs etc.	30	

(a) Primary Merit list will be prepared by adding marks obtained in all papers of the written examination to restrict the number of candidates to be called for Interview. Number of candidates (category wise) qualified in the Written Examination shall be called for Interview in the following ratio subject to attaining of minimum qualifying marks in the written examination(35% for UR candidates and 30% for reserved candidates).

Number of candidate(s) to be selected	Number of candidates to be called for Interview (Category-wise)
01(one).	05(five) candidates. (1:5)
02(two).	08(eight) candidates. (1:4)
O3(three) and above	3(three) times the number of vacancies. (1:3)

Note: - Candidate(s) scoring marks equal to that of the last candidate so selected for the Interview will also be called for Interview.

(b) Final Merit list will be prepared by adding the marks obtained in the Written examination and Interview. In no case a candidate will be called for Interview unless he/ she appears in all papers of the Written Exam. If a candidate remains absent in Interview or/ and Type Test his/her candidature will not be considered for final selection. After final selection, all selected candidates will be called for Type Test on Computer. The Type Test shall be qualifying in nature and it carries no marks.

19/12/25

Under Secretary
to the Government of Tripura.